

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Office Assistant/Proctor
Department or Organization: HiSet Testing
Address (Off campus only):

Desired No. of Hires: 1

Supervisor: Kermit Dunkelberg
Office: Kittredge Center 319
Phone: 413-552-2506
Email: kdunkelberg@hcc.edu

Designee: Theresa Eccles
Office: Kittredge Center 307
Phone: 413-552-2292
Email: teccles@hcc.edu

General Job Description:

Detailed List of Duties:

Position entails filing, typing (data entry), answering office phone, greeting customers, and other office duties as assigned.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Must maintain a high level of maturity and ability to work in an environment of confidentiality while securing sensitive information.

Skills and/or previous experience desired:

Experience with phone and customer service skills are required. Must submit resume and class schedule in order to apply. Also, please make sure you are Work Study eligible by your work authorization form from Financial Aid.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date